**DCMS Honours Nomination Pro Forma**

(ALL BOXES MUST BE COMPLETED OTHERWISE YOUR NOMINATION CANNOT BE CONSIDERED)

**NOMINEE DETAILS**

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| **Title** |  |
| **Full Name** |  |
| **Known as (if different from name above)** |  |
| **Post nominals** |  |
| **Date of Birth** |  |
| **Gender (Please underline as appropriate)** | **Male / Female / Other** |
| **Nationality (if dual national please state both nationalities held)** |  |
| **Ethnicity** |  |
| **Disability (Please underline as appropriate)** | **Yes / No / Prefer Not To Say / Not Known** |
| **Home address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Position held** |  |
| **Overall length of service** |  |
| **Length of service in current role** |  |
| **Is the nominee leaving their role? If so, why?** |  |
| **Exceptional Circumstances (e.g. ill health)** |  |

**YOUR DETAILS** (e.g. name and position of person making the nomination)

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| --- | --- |
| **Name** |  |
| **Position** |  |
| **Date this nomination is being made** |  |

**SHORT CITATION** (e.g. For services to the Arts / For services to charitable fundraising / Athlete. For services to Sport)

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**LEVEL OF AWARD** (Levels are: BEM, MBE, OBE, CBE, DBE, Kt, CH, GBE. Please indicate the level you are proposing but remember this is provisional and can be upgraded or downgraded.)

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**LONG CITATION (400 min - 500 max words** detailing your candidate’s service and achievements, including any voluntary and charitable service [- including any service connected to the Covid-19 response]. Use this to ‘sell’ your candidate and tell their story to the decision making committee - this is the only text they will see about your candidate)

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| **DETAILS OF ANY VOLUNTARY OR CHARITABLE SERVICE** |